

## Exhibit N: System for Award Management Documentation

---

**INSTRUCTIONS:** The submission of the System for Award Management (SAM) documentation is required for all CDBG applicants and associated entities as identified in the CDBG Application Guidelines Part II, Section 1.03. Documentation to be provided includes 1) SAM Registration and 2) Exclusion Status.

To access SAM: [www.sam.gov](http://www.sam.gov)

For those applications that involve additional entities:

- **For-Profit Business:** Both the business and the business owner need to be reviewed within SAM. The business owner does not need to be registered within SAM; however, documentation must be provided that indicates that the business owner is not excluded from receiving federal funds.

In addition, applications that involve a for-profit business must provide documentation for the Non-Profit Development Organization (NDO) associated with the application. The NDO must be registered within SAM and demonstrate that they are not excluded from receiving federal funds.

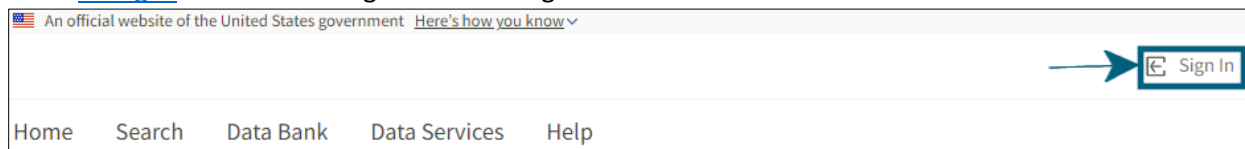
- **Non-Profit Entity:** The non-profit organization must be registered within SAM and demonstrate that they are not excluded from receiving federal funds.

The following are instructions to access the documentation based on the user type:

- **Not the Entity Owner:** an individual who did not set up the account within the SAM system.
  - **Entity Owner:** the representative tasked with setting up the account within the SAM system.
-

## Instructions: Not the Entity Owner

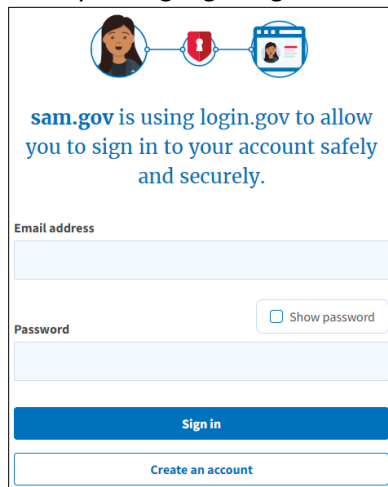
Go to [sam.gov](https://sam.gov) and click on “Sign In” on the right side of the screen



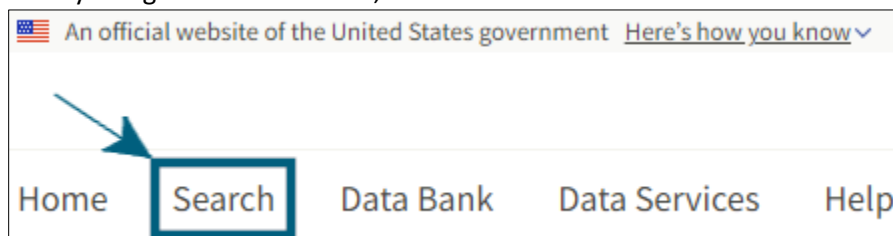
Accept the terms to sign into the site



Enter your login.gov sign-in credentials, if you do not have sign-in credentials, please create an account



Once you sign into the account, click on “Search” at the left side of the screen.



Either type the name of the organization in the top Search Box or the Keywords box.

The screenshot shows the top navigation bar with 'Home', 'Search' (highlighted), 'Data Bank', and 'Data Services'. Below the navigation bar, there is a 'Search' section with a search box containing 'e.g. 1606N020Q02, asph:' and a magnifying glass icon. An arrow points to the search box. Below the search box is a 'Select Domain' section with 'All Domains' and a plus sign icon. Below that is a 'Filter By' section with a minus sign icon. Below the filter section is a 'Keywords' section with a text input box. An arrow points to the 'Keywords' input box. Below the 'Keywords' box is a 'Federal Organizations' section with a dropdown menu labeled 'Enter Code or Name' and a plus sign icon. Below the 'Federal Organizations' section is a 'Status' section with a plus sign icon. Below the 'Status' section is a 'Reset' button with a circular arrow icon.

Click on the plus sign (+) next to Select Domain

The screenshot shows the top navigation bar with 'Home', 'Search' (highlighted), 'Data Bank', and 'Data Services'. Below the navigation bar, there is a 'Search' section with a search box containing 'e.g. 1606N020Q02, asph:' and a magnifying glass icon. Below the search box is a 'Select Domain' section with 'All Domains' and a plus sign icon. An arrow points to the plus sign icon. Below the 'Select Domain' section is a 'Filter By' section with a minus sign icon. Below the filter section is a 'Keywords' section with a text input box. Below the 'Keywords' box is a 'Federal Organizations' section with a dropdown menu labeled 'Enter Code or Name' and a plus sign icon. Below the 'Federal Organizations' section is a 'Status' section with a plus sign icon. Below the 'Status' section is a 'Reset' button with a circular arrow icon.

Click on "Entity Information" in the drop down

Search

Select Domain  
All Domains

- All Domains
- Contract Opportunities
- Assistance Listings
- Entity Information
- Federal Hierarchy
- Wage Determinations

If the location area is not expanded, click on the drop down arrow next to location. Under State / Province, enter Nebraska in the "Input Text" box.

Filter By

Keywords

Entity ☐

Location ☐

Status ☐

☒ Active  
☐ Inactive

Reset

Location

Zip Code

State / Province

City

Congressional District

Country

Select the result, the following screen will populate:

Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs

Exclusions

Responsibility / Qualification

CITY OF COLUMBUS

DUNS

Unique Entity ID  
050273192

SAM

Unique Entity ID  
YM4RJGN196F5

CAGE/NCAGE  
3E584

Physical Address  
2424 14TH ST  
Columbus, Nebraska  
68601-5038, United States

Expiration Date

Jan 28, 2022

Registration Status

Active

Purpose of Registration

Federal Assistance Awards Only

Mailing Address

P.O. Box 1677  
2424 14TH Street  
Columbus, Nebraska  
68602-1677, United States

\*The DUNS number is currently the official Unique Entity ID

Version

Current Record

Click on "Download"

Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs

Exclusions

Responsibility / Qualification

CITY OF COLUMBUS

DUNS

Unique Entity ID  
050273192

SAM

Unique Entity ID  
YM4RJGN196F5

CAGE/NCAGE  
3E584

Physical Address  
2424 14TH ST  
Columbus, Nebraska  
68601-5038, United States

Expiration Date

Jan 28, 2022

Registration Status

Active

Purpose of Registration

Federal Assistance Awards Only

Mailing Address

P.O. Box 1677  
2424 14TH Street  
Columbus, Nebraska  
68602-1677, United States

\*The DUNS number is currently the official Unique Entity ID


Version

Current Record


Download

Follow

Select the file type, enter the file name, then click on the download button. For example, if your entity was DED, type DED-20210526, then click on the PDF file type, then click on the download button. Depending on your browser, it should ask you to save the PDF file. **This download documents the registration of the entity.**

Download Options 

Select File Type

 .pdf

Name File Required

EntityInformation-20210609-113958

☐ Follow

DOWNLOAD


To document the status of exclusions, select

Entity Registration	<b>CITY OF COLUMBUS</b>  <div> <div>DUNS Unique Entity ID</div> <div>050273192</div> </div> <div> <div>SAM Unique Entity ID</div> <div>YM4RJGN196F5</div> </div> <div>CAGE/NCAGE</div> <div>3ES84</div> <div>Physical Address</div> <div>2424 14TH ST Columbus, Nebraska 68601-5038, United States</div> <div>Mailing Address</div> <div>P.O. Box 1677 2424 14TH Street Columbus, Nebraska 68602-1677, United States</div> <div>*The DUNS number is currently the official Unique Entity ID</div>
Exclusions	
Active Exclusions	
Inactive Exclusions	
Responsibility / Qualification	

Expiration Date

Jan 28, 2022

Registration Status

 Active

Purpose of Registration

Federal Assistance Awards Only

Then save the following screen and upload to AmpliFund (the user will need to capture the screen):

Entity Registration
<b>Exclusions</b>
Active Exclusions
Inactive Exclusions
Responsibility / Qualification

### CITY OF COLUMBUS

<b>DUNS</b> Unique Entity ID 050273192	Expiration Date Jan 28, 2022	Registration Status <span>●</span> Active
<b>SAM</b> Unique Entity ID YM4RJGN196F5	Purpose of Registration <b>Federal Assistance Awards Only</b>	
CAGE/NCAGE 3ES84		
Physical Address 2424 14TH ST Columbus, Nebraska 68601-5038, United States	Mailing Address P.O. Box 1677 2424 14TH Street Columbus, Nebraska 68602-1677, United States	

\*The DUNS number is currently the official Unique Entity ID

Version Current Record

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

---

#### ■ ACTIVE EXCLUSIONS

There are no active exclusion records associated to this entity by its Unique Entity ID.

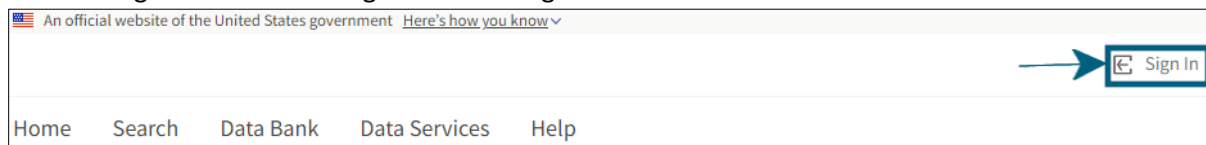
---

#### ■ INACTIVE EXCLUSIONS

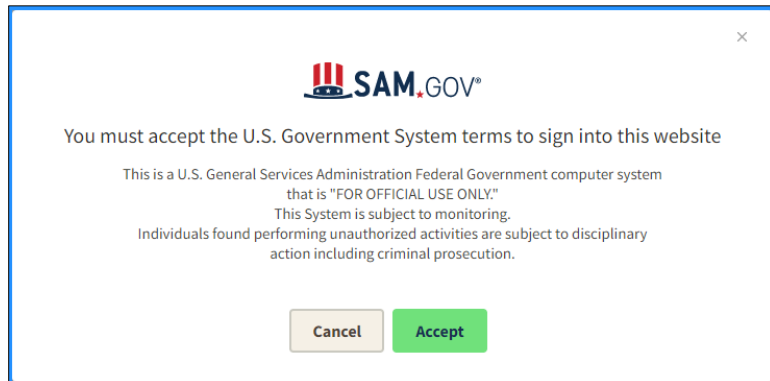
There are no inactive exclusion records associated to this entity by its Unique Entity ID.

## Instructions: Entity Owner

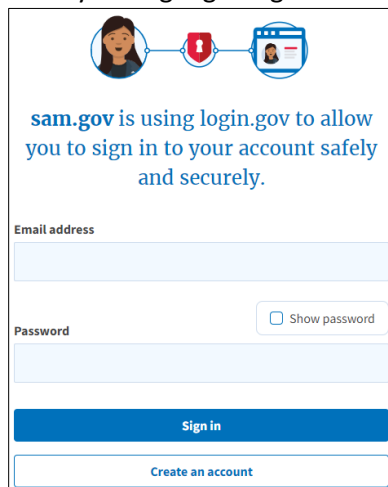
Go to sam.gov and click on “Sign In” on the right side of the screen



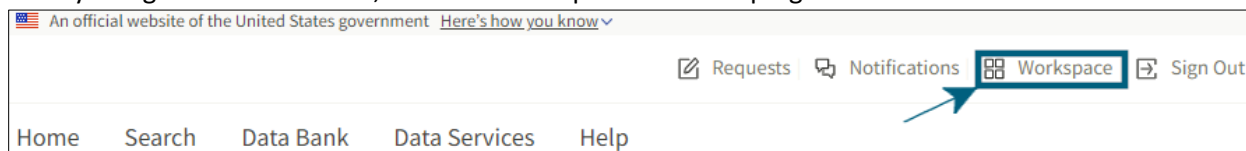
Accept the terms to sign into the site



Enter your login.gov sign-in credentials, if you do not have sign-in credentials, please create an account



Once you sign into the account, click on “Workspace” at the top right of the screen.



Click on the Active Entity registrations.



**Entity Management**  
 What do I need for registration?

Register Entity

**Entity Registration**

1

ACTIVE

0

DRAFT

0

WORK IN  
PROGRESS

0

SUBMITTED

0

PHRR

Once your organization populations, click on the three vertical dots on the right side of the screen.

**Economic Development, Nebraska Department Of**

DUNS

Unique Entity ID:

Purpose of Registration:

Federal Assistance Awards

Registration Status

Expiration Date

Active

Mar 8, 2022

SAM

Unique Entity ID:

Address:

301 Centennial Mall S  
Lincoln, NE 68508-2529 USA

CAGE/NCAGE:

Click on "View Record"

**Economic Development, Nebraska Department Of**

DUNS

Unique Entity ID:

Purpose of Registration:

Federal Assistance Awards

Registration Status

Expiration Date

Active

Mar 8, 2022

SAM

Unique Entity ID:

Address:

301 Centennial Mall S  
Lincoln, NE 68508-2529 USA

CAGE/NCAGE:

Actions

View Record

Update

Deactivate

Click on "Download"

Download

Follow

[Back to Workspace](#)

**ECONOMIC DEVELOPMENT, NEBRASKA DEPARTMENT OF**

Enter the name of your entity in the name file and the date you downloaded the file. For example, if your entity was DED, type DED-20210526, then click on the PDF file type, then click on the download button. Depending on your browser, it should ask you to save the PDF file.